CLASSIFICATION TITLE Career Executive Assignment B	**OFFICE/BRANCH** Administration/Information Technology	**LOCATION** Sacramento
WORKING TITLE Chief Information Officer	**POSITION NUMBER** 311-001-7500-013	**EFFECTIVE DATE** 7/1/15

GENERAL STATEMENT:

Under the direction of the Chief Administrative Officer, the Chief Information Officer serves as the Information Officer for the California High-Speed Rail Authority (Authority) and manages the Authority's Information Technology Services (ITS). In this capacity, the incumbent has the highest level management responsibility for Information Technology (IT) policies and project activities that support the operations and goals of the Authority. The incumbent has responsibility and will provide leadership with formulating, developing, approving and implementing the policies, practices and standards that have significant impact on the Authority's IT projects and has broad authority to direct the most critical tasks associated with IT architecture, operations, projects as well as strategic and tactical planning. The incumbent will provide leadership for the development and implementation of new IT technologies, policies, standards, processes and procedures that govern the design, development, implementation, maintenance and advancement of the Authority's IT infrastructure. The incumbent will also direct the work of the Rail Delivery Partner (RDP) to build the IT infrastructure/enterprise solution for the Authority.

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

All work will be accomplished in accordance with California High Speed Rail Authority IT Standards; the State Administrative Manual (SAM) sections 4800 through 5953 and Sections 6700 through 6780; Statewide Information Management Manual (SIMM); of the California Department of Technology rules and policies; HSRA's Desktop and Mobile Computing Policy and Budget Letters; and the Authorities' IT Security Policy.

TYPICAL DUTIES:

The Chief Information Officer is required to work alone and/or in a team environment in the performance of the following:

Percentage   Job Description
Essential (E)/Marginal (M)

35% (E)
- Provides vision and leadership for developing and implementing IT initiatives.
- Directs the planning and implementation of enterprise IT systems in support of business operations in order to improve cost effectiveness, service quality and business development.
- Formulates, approves and implements IT and enterprise policies, procedures and standards that have an impact on the Authority's project.
- Develops practices and standards related to the delivery of IT operations and services; derives business value from IT related services and investments; ensures that technology policies and practices are in compliance with California State policies and that they are in alignment with the business needs and objectives of the Authority.
- Develops and administers best practices and processes for technology domains; responsible for the integration of all IT strategies, alignment, usage, practices, procedures, processes and decisions within the Authority.
- Evaluates the impact of upgrades to data communications services, set configuration standards and conventions and ensure the adequacy of network technical security systems; collaborate with Network Technology Services contractors to set direction for Authority standards.
- Manages, directs and controls the planning, development and maintenance activity for the Authority's IT technical operations including the local area network, wide area network, server farm and desktop support.
- Develops strategic direction to support enterprise solutions in the areas of content management, relational database technologies and business intelligence, as well as overseeing the Authority's data assets as it relates to structured and unstructured information, project planning and management.
- Drives the analysis and re-engineering of existing business processes, identifying and developing the capability to use new tools, reshaping the enterprise's physical infrastructure and network access, while identifying and leveraging the enterprise's knowledge resources.

30% (E)
- Directs the development and submission of the Request for Proposals, Feasibility Study Reports, Budget Change Proposals and Post Implementation Evaluation and Reviews for the above.
- Establishes and implements organizational goals, objectives, policies and operating procedures; manage and evaluate operational effectiveness and continuously implement process improvements.

- Directs preparation of IT strategic plans using industry standard strategic planning methodologies in order to meet current and anticipated business needs; evaluate enterprise IT solutions and ensure alignment with the Authority's strategic goals and objectives.
- Establishes performance metrics, define the relationship to the strategic plan and communicate those measurements to staff, peers and management; develop the annual IT budget and monitor those fiscal resources.
- Seeks improvements to the IT environment, policies and procedures to achieve operational efficiency; continuously evaluates IT services and management functions and develops process improvements to ensure effectiveness and efficiency in meeting IT business needs.
- Directs the work of the RDP to build the IT infrastructure/enterprise solution for the Authority.

25% (E)

- Manages and directs the activities of the Authority's IT staff; assign workload to staff and provide expectations on assignments, tasks and desired outcomes.
- Responsible for hiring qualified employees.
- Develops staff and management skill-sets, by working through subordinate managers; ensure effective staff development, administrator performance appraisals and provide staff feedback.
- Provides staff training and counseling on IT policies and procedures to ensure consistency in application of State and Authority standards.

10% (E)

- Advises management, staff and clients on matters regarding IT trends and best practices of enterprise services solutions. in order to maintain operational readiness and to continuously prepare for future technologies in compliance with Authority IT Standards, Asset Management, Security policies and procedures and related Department of Finance and State Administrative Manual requirements.

KNOWLEDGE AND ABILITIES:

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the

activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

DESIRABLE QUALIFICATIONS:

- Experience with enterprise services support.
- Must understand and be able to supervise technical skills (design, development and maintenance) as well as possess knowledge of applicable hardware and software.
- Knowledge of IT procurement processes to justify and secure resources.
- Demonstrate a service oriented, customer relations-sensitive attitude.
- Knowledge of the Authority's technology environment.

SPECIAL PERSONAL CHARACTERISTICS:

- Must understand the importance of meeting business needs through innovative solutions.
- Demonstrated ability to act independently with flexibility and tact.

ADDITIONAL QUALIFICATIONS:

- Ability to be open-minded and flexible to other ideas and solutions.
- Ability to communicate effectively orally and in writing.
- Ability to manage multiple tasks, be creative, highly motivated and handle rapidly changing priorities and demonstrate leadership ability.

SUPERVISION EXERCISED OVER OTHERS:

Supervises the activities of subordinate staff who are responsible for the support of the Authority's core staff and prime consultants to ensure that technical requirements and processes are being met.

INTERPERSONAL SKILLS (IF APPLICABLE):

- Ability to act tactfully in difficult situations, negotiate and resolve issues without confrontation, follow, lead and coach others and communicate in a clear and concise manner.

- Ability to make presentations at the appropriate level.
- Ability to identify, define and articulate issues and risks and track, facilitate and monitor their resolution.

WORK ENVIRONMENT:

- Professional office environment.
- Present self professionally and according to current policy.
- Effectively handle stress and deadlines.
- Make presentations to other managers and supervisors.
- Consistently exercise a high degree of independence.
- Use a PC to communicate and prepare written material.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor_____

Signature:	Date: